



JOB DESCRIPTION

Position Title: **Technician**

Working Area: **Copy & Mail Center**

Class Code: 5604

Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

Major Function

Performs duties as work leader in one of the service delivery centers in Support Services Division. Performs a variety of semi-skilled and specialized work in one or more of the following areas: reproduction of printed materials, mail delivery and special services.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Copy Center

Plans and schedules Print Shop work activities. Verifies information on printing requisition to assure proper charge back to appropriate department. Plans and schedules daily work in the Copy Center and schedules work for special projects.

Operates photocopying, drills, punch press, folding, stapling, cutting and binding equipment. Cleans and makes minor repairs and adjustments to machines to maintain in good working order. Schedules preventive maintenance and requests repairs as necessary. Coordinates the work of outside service technicians.

Assists with evaluating replacement of equipment for copy and finishing services. Analyses and updates Copy Center procedures for countywide staff training.

Maintains inventory and initiates orders for replenishment of materials and supplies. Maintains records of work performed, including printing materials used. Responsible for increasing paper reduction in the Copy Center through effective use of copy production methods. Analyzes past reports to anticipate future inventory and staffing needs.

Consults with other County staff on special projects to plan effective cost saving printing options.

Trains and supervises staff in the operation of Copy Center equipment. Coordinates staffing needs with Mail Center, Graphics Center and Supervisor.

Performs other duties as assigned or as may be necessary.



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Mail Delivery and Service

Makes daily pick up and delivery of inter-department and U.S. Postal Service Mail to departments and divisions. Maintains inventory and delivers desktop copier supplies as necessary. Plans and schedules daily work in the Mail Center. Trains and Supervises staff in the operation of the Mail Center and all equipment in the Mail Center. Schedules mail-run coverage to ensure that mail is processed and delivered in a timely manner.

Operates postage meter, conducts daily balance of postage meter charges and replenishes meter as necessary. Maintains daily record of departmental mail charges to insure proper charge back. Analyzes past reports to anticipate staffing and fiscal needs.

Consults with other County staff and other Constitutional Offices on special projects to plan formats that meet postal regulations. Conducts research and assists in implementing new procedures in the Mail Center.

Assists in evaluating equipment for replacement of existing Mail Center. Evaluates and updates mail procedures for countywide staff training.

Coordinates staffing with Copy Center, Graphics Center and Supervisor.

Delivers and obtains signatures for all express and registered mail.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of the operation of various photocopying, and/or postage processing equipment.

Ability to plan and maintain work schedules. Ability to prepare and maintain accurate work records. Ability to follow written and oral instructions. Ability to communicate effectively both orally and in writing. Ability to gather and organize in report form user statistics for assigned service center. Ability to direct co-workers for changing staff needs. Ability to evaluate reports and machinery.

High School Diploma or GED and Two (2) years' experience in the operation of standard duplicating and photocopying equipment, and postal equipment.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is typically an office workroom environment, most duties are performed standing or walking within the assigned work area. This position has high exposure to noise and work is performed in an area that has high dust and exposure to printer toner. Position is required to perform moderate lifting or carrying of items weighing between 25 and 50 pounds. Position may be required to perform duties that require bending, stooping or standing. Position requires incumbent to operate machinery and to drive a vehicle to deliver mail.